

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604

VACANCY ANNOUNCEMENT

September 12, 2007

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TITLE:	Administrative Support
POSITION NO:	11151
LOCATION:	Disability Services Division, Helena
STATUS:	Permanent/Full-Time
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20 - Pay Band 3
STARTING SALARY:	\$21,362 - \$26,702 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, September 26, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

TYPICAL DUTIES: This position provides clerical, technical, and administrative support for the Social Security Disability Program at the Disability Determination Services (DDS) for the department; provides technical and administrative support to the teams of the DDS, which determine eligibility for receipt of Social Security Disability benefits; executes the Consultative Exam (CE) support duties for the professional staff; participates as an active member of a self-directed work team. The position relies on instructions and pre-established guidelines to perform the functions of the job.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of computers and different software applications including Microsoft Word and Outlook, and Levy; and business English, grammar, spelling, punctuation, letter and report formats, medical terminology, and other office practices and procedures.

Skills: Skill in the operation of general office equipment including copy machine, fax machine and multi-line telephone; speed and accuracy of data entry; and oral and written communication.

Abilities: Ability to learn new software applications and review work to ensure accuracy, completeness, and quality; communicate clearly and effectively; make independent decisions with minimal supervision and handle daily challenges effectively; establish and maintain effective working relationships with claimants, the medical community, other DDS employees, and agencies; maintain a consistent work schedule, demonstrate good attendance, and be punctual; listen actively and without interrupting, and restate messages accurately; and participate as part of a team, and willingly help and work well with others.

EDUCATION/EXPERIENCE REQUIRED: High school diploma (or GED) **AND** three years of varied office experience, including experience with Word, Outlook, and Windows NT. Prefer previous experience with DDS legacy system and/or knowledge of federal regulations and requirements in regard to processing Social Security disability claims. Equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must

produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security

card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Administrative Support
Position: #11151
Location: Disability Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your professional experience with scheduling appointments.